Date

Dear Name,

I am very pleased to confirm our telephone conversation today regarding my offer to you for the position of at Spring Hill College.

Your schedule will be Monday-Friday, 8 a.m. – 4:30 p.m. working a 37.5-hour work week, and as needed, with an annual salary of $

Spring Hill offers a generous benefits package including retirement, health, vision, dental and life insurance, tuition remission for you and your family, vacation and holidays. In regard to benefits, for a quick check and without any need to sign in, you can visit the Employee Info tab in our BadgerWeb portal: **https://badgerweb.shc.edu/ICS/Employee\_Info/** to see our Benefits Summary under Payroll and Benefit Forms.

The starting date for this position will be contingent on the completion of a successful criminal history background check but we would like you to start as soon as possible. As soon as we get the results, I will contact you and we can get you started on all of your New Hire paperwork.

This is a fabulous time to be at Spring Hill, and we know that you will have a tremendous impact on our future! Please feel free to ask any questions that will help you in this process.

Sincerely

 \*Alabama is an “At-Will” State. Neither the employer nor the employee needs to give a reason for terminating the employment relationship\*